moulded seating

Moulded
Seating User Manual

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Moulded Seating User Manual

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Introduction

The Moulded Seat Insert (MSI) is a custom-made device and it should only be used by the person it was made for.

This user manual gives important safety information, advice about making basic adjustments to the Moulded Seat Insert and user care instructions. The manual also gives important information about maintenance and adjustments that must be carried out by the Wheelchair Service or Blatchford Clinical Services.

Pre-use Checks

Before using the Moulded Seat Insert please check the following:

- The two retaining straps should be securely fastened as described under 'Fitting the Moulded Seat Insert into Host Wheelchair' on the next page. These checks must be carried out every time the equipment is dismantled and assembled.
- All user support items (such as postural straps and harnesses) should be securely fastened.
- If the Moulded Seat Insert is fitted with the Blatchford Clinical Services tilting mechanism, check that the front and rear bars on the Moulded Seat Insert are positioned into the locators on the wheelchair and that all four locking plates are securely fastened.

If you are not sure about how to do any of these things please contact your Wheelchair Service.

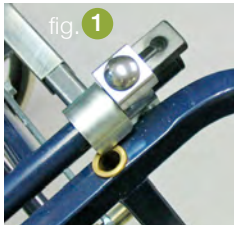
Fitting the Moulded Seat Insert into the Host Wheelchair

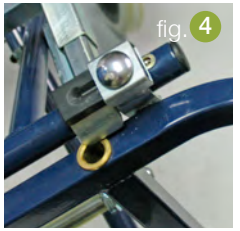
BAIS - Blatchford Adaptive Interface System

Components:

A Interface
B Latch Clamps
C Seating Attachment

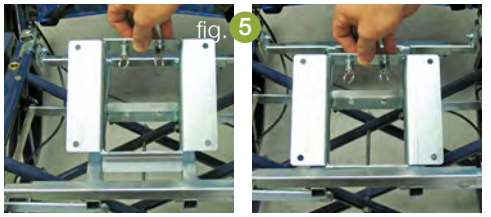
Fitting the Interface to the Wheelchair (Applies to folding wheelchairs only)





1. Ensure that the wheelchair is fully open.
2. Check that the latches are in the open position (**fig.1**).
3. Position the interface hooks, ensuring that on each side one hook is behind and one hook is in front of the clamps (**fig.2** and **fig.3**).
4. Slide the latch clamps so that the tongue is over the top of hooks (**fig.4**).
5. Check that the interface is correctly located by attempting to lift it out (a small amount of movement is normal).
6. To remove the interface, slide the latches back and lift the interface upward.

Attaching the Seating System to the Interface



1. Taking care when lifting, position the seat onto the interface and locate the front hook onto the front bar (**fig.5**).
2. Allow the seat to tilt backwards and down, pressing it firmly into place. A click will be heard as the locks engage.
3. Check that the pins have fully located by pulling the seat forward, (a small amount of movement is normal). However, the seat should not lift forward.
4. Repeat stages 1 to 4 if the seat lifts from the interface.

Removing the Seating System from the Interface

1. Undo or disconnect and backrest fixings.
2. Pull "D" ring (**fig.6, located under the front of the seat**) firmly and lean the Seating System forward.
3. Taking care, lift the Seating System upward and clear from the wheelchair.

Adjusting the Headrest

The headrest can be moved both up and down and front to back. The angle of the support can also be set to get the best position. (fig.7 shows how to make the adjustments to the height and the front to back position).

- To adjust the height of the head support, turn the locking knob (A) anticlockwise. Alter the height of the headrest to suit the user and retighten the knob.
- To adjust the head support in or out turn the locking knob (B) anticlockwise. Alter the position of the headrest to suit the user and retighten the knob.

To adjust the angle of the headrest (C) please consult your Wheelchair Service.

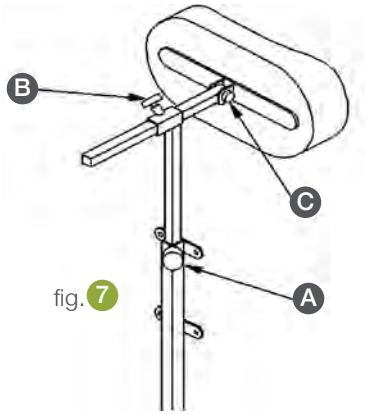


fig. 7

NOTE: The head support must be in place during the transportation of the user in the MSI.

Adjusting the Footrest (fig.8) (if fitted)

To adjust the height of the footrest:

- Undo the locking knob(s) at the back of the footrest (A)
- Move the footrest to the correct height and re-tighten the locking knob(s).

To remove the footrest for storage:

- Loosen the locking knob (B) and pull the footrest away from the seat.
- Reverse the process to re-attach.

Make sure that locking knobs are properly re-tightened.

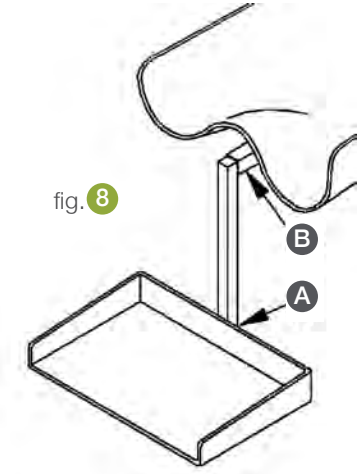


fig. 8

Removable Liners (where fitted)

All Moulded Seat Inserts come complete with one foam lining permanently attached to the plastic shell. In some cases the MSI may be supplied with extra, removable, liner(s).

The additional liner(s) can be taken out to allow extra room within the MSI (for example to allow for thick clothing or growth).

To remove a liner:

- Remove the terry towel cover if fitted (see the notes on how to do this as part of the cleaning instructions on page 6).
- Using both hands, carefully pull the second liner away from the first liner around the edges to release the velcro that holds them together.
- Guide the seat restraints through the slots in the liner (see fig.9)
- The liner can now be completely removed.
- Reverse the process to replace.

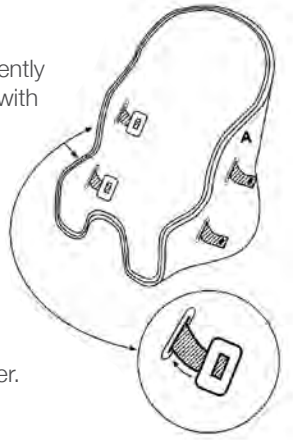


fig. 9

Pressure Padding Inserts (where fitted)

The MSI may have extra padding to reduce the chance of pressure sores. This extra padding will need to be taken off the liner that has been taken out and fastened back on to the permanent liner.

The padding is attached with Velcro - to remove the pad:

- Carefully pull the pad around the edges to release the velcro.
- Push the pad firmly into the recessed area on the permanent liner to refasten the velcro.
- Reverse the process to restore the original arrangement.

If the user's skin becomes marked in the area that is in contact with the pressure pad, get in touch with the Wheelchair Service immediately as the foam may need replacing.

Cleaning Instructions

Plastic Shell

A damp cloth can be used to remove dirt from the plastic outer shell of the MSI.

Foam Lining

To clean the foam lining of the seat, carefully wipe the surface of the foam with a damp cloth Mild detergent may be used on heavier soiled areas - wipe over again with a clean damp cloth to remove any cleaner used. Make sure the foam liners are dry before re-using the seat.

Dartex Fabric

If there is a foam section in your seat that is covered with Dartex material wipe a soapy cloth over any soiled areas. Allow to dry before re-use.

Terry Towelling

If the MSI has a padded cover in Terry Towelling material it can be taken off and washed:

- The sides of the cover are elasticated so it can be pulled over the edges of the seat to take it off.
- Carefully pass the straps and buckles through the slots in the cover.
- Pull the cover away from the seat carefully – make sure it is not caught on the seat or wheelchair.
- The cover can now be hand or machined washed **(no more than 30˚C).**
- Do not tumble dry or use bleach (bleach will damage the material and tumble drying may cause it to shrink).

Reverse the process to refit the covers. **Make sure that:**

- The covers are completely dry.
- The straps are passed through the correct slots in the cover.
- The cover is fitted evenly to the seat to prevent any creases as these could cause localised skin marking and discomfort.

Maintenance by Carer

The following checks should be carried out by the carer on a continuous basis to make sure that the Moulded Seat Insert is both safe and comfortable:

- Check there is no damage to the retaining straps and that the buckles are working properly.
- Check there is no damage to any postural straps and harnesses and that the buckles on these are working properly.
- Check that all adjustable parts of the seat operated by the carer, as previously described, adjust freely and are not damaged.
- Check there is no damage to the foam lining resulting in raised or sharp surfaces.

If the user should suffer any form of marking on the skin or if they appear to be in discomfort this should be reported to the Wheelchair Service immediately.

Maintenance by Seating Specialist

The following checks are important and must only be carried out by the Wheelchair Service or by Blatchford Clinical Services:

The Wheelchair Service should decide how often these checks should be made taking into account the needs of the user and the intended usage level of the seat. In order to ensure continuing safety of the MSI, it is recommended that the interval between these checks is no longer than 24 months.

- Checks to make sure that the user's shape is still accommodated properly by the shape of the Moulded Seat Insert.
- Checks to make sure that the Moulded Seat Insert is not too tight for the user as a result of growth or weight gain.
- Checks to make sure that there is no structural damage to the plastic shell or metal framework and that all securing bolts are still in place.
- Checks on the condition of any pressure relieving inserts (where fitted).
- Checks to make sure that all locking knobs on the brackets are in place and working properly.
- Checks to make sure that all straps are undamaged and buckles are working properly.

Posture Belt & Posture Harness - User Instructions

Using a harness:

- Do the bottom straps up first ensuring the harness is away from the user's neck.
- Do the top straps up by clicking the male buckle into the attached female buckle of the harness.
- Adjust the top straps by pulling the 'D' loop forward and down whilst holding the shoulder of the user in the desired position.

For Belts & Harnesses, always make sure that:

- Straps are not twisted.
- Buckles are adjusted so that when they are fastened together there is no slack in the strap.
- Buckles are fully locked together.
- Each end of the belt or harness is still securely attached to the seating system or wheelchair.
- Buckles or webbing do not show signs of excessive wear – if you are concerned about the condition of any items contact the wheelchair service.

Cleaning

These items should be wiped clean using a damp cloth using only a mild detergent.
(PLEASE DO NOT use bleach or products containing bleach).
A soft brush can be used to remove heavier soiling.

Safety Instructions

Blatchford posture belts and harnesses are designed to provide postural support and are intended to be used as part of a specialised seating system. The belt or harness should be fitted to the seat and adjusted at the time of delivery. Replacements must only be fitted by Blatchford or a Wheelchair Service representative.

Important Safety Warnings

POSTURAL HARNESSES AND BELTS ARE NOT DESIGNED TO BE USED AS SAFETY DEVICES AND MUST NOT BE USED AS VEHICLE RESTRAINTS FOR USE IN TRANSPORTATION.

A suitable, separate, 3-point passenger seat belt (fastened into the vehicle) must be used to secure the seated occupant during travel in order to provide protection in the event of an accident. The seatbelt should have both pelvic and upper body sections, with the upper section fastened into the vehicle at the upper level. This should be in accordance with Medical Device Report – *Guidelines for transporting children in special seats.*

ALWAYS CHECK THAT THE BELT IS A SNUG FIT. CHEST BELTS SHOULD ALWAYS BE FASTENED AROUND THE OCCUPANT'S BODY AND UNDER THE ARMS. IT IS NOT INTENDED THAT THE ARMS SHOULD BE INCLUDED WITHIN THE BELT.

If the hip belt is incorrectly adjusted there is a risk of the wheelchair occupant slipping down in their seat and could result in occupant's upper body and neck coming into contact with the belt.

If you are unsure about any of these instructions or if you are worried about the adjustment of the belt contact your Wheelchair Service.

Moulded Trays - User Instructions

Moulded Trays are designed to provide a work or play surface together with support and control in conjunction with any seating arrangement.

Using the tray

1. Ensure that the two vertical stems on the underside of the tray are securely located in the wheelchair location points.
2. To fine tune the position of the tray in relation to the user, the locking knobs on the underside of the tray must be loosened to allow the tray to be moved forwards or backwards into the desired position. Re-tighten the locking knobs after adjustment.

Width adjustment

To change the width of the tray fittings to suit an alternative wheelchair;

1. Turn the tray over and loosen the four screws using a large flat bladed screw driver (do not remove the screws completely).
2. Slide the adjustment tubes out/in to the desired width, ensuring that they remain parallel.
3. Re-tighten the screws.

Cleaning

A damp, soapy cloth can be used to clean the tray surface.

Warnings

- **ON NO ACCOUNT SHOULD ANY HOLES BE DRILLED INTO THE TRAY TOP.**
- **ENSURE ALL LOCKING KNOBS ARE SECURE BEFORE USE.**
- **THE TRAY MUST BE REMOVED BEFORE TRANSPORTATION.**

Moulded Sandals & Footstraps - User Instructions

Moulded Sandals and Footstraps are designed to provide support and control in conjunction with any seating arrangement.

Do:

- Ensure that straps are not twisted.
- Ensure that buckles are adjusted so that when they are fastened, there is no slack in the strap.

Care

Check that buckles and straps do not show signs of excessive wear or fraying - if you are concerned about the condition of any item refer to your seating technician at the clinic or through your supplier as soon as possible.

Cleaning

These items can be wiped clean using a damp, soapy cloth. A soft brush can be used to remove heavier soiling.

Warning

THIS DEVICE IS NOT DESIGNED FOR USE AS PART OF A SAFETY RESTRAINT SYSTEM FOR TRAVEL IN A VEHICLE.

AEL Mounting Kit - User Instructions

A B C

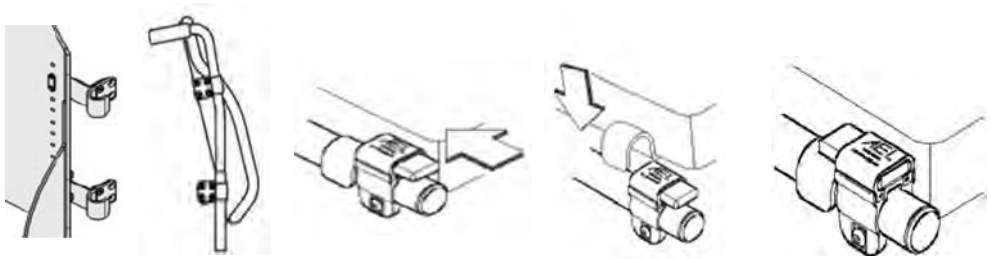
The AEL Mounting Kit is made up of the components shown above (figs. **A**, **B** and **C**). **These are not user adjustable components and therefore should not be altered in anyway by the user or carers.**

A and **B** are screwed together with the supplied fittings and attached to the back of the seating system backrest (fig.**D**) or to the bottom of the seating system seat base (fig.**H**).

Component **C** is fitted to either the backrest posts or the seat rail tubes of the wheelchair.

To attach the seat to the wheelchair, it is necessary to press (firmly) the hook part onto the tube as shown in fig. **E** and **F** next to the locating latches (fig **C**).

Once correctly located the latch can then be moved over the hook and hence preventing it from being removed, as shown in fig.**H**. This should be completed for all locating latches.
The backrest or seat base is now securely attached to the wheelchair.



D E F G H

Transportation in a Motor Vehicle

NOTE:

- **The MSI must not be used as a car safety seat.**
- The MSI is designed to allow the user to be transported in a forward facing position providing the MSI is secured in the host wheelchair in a vehicle designed for the purpose (for example, in a suitably equipped minibus).
- Blatchford Special Seating products are interfaced using BAIS, which conforms with ISO16840.

Transportation - Essential Safety Information. **NOTE: this information should be passed on to those people making transport arrangements (e.g. schools and other organisations).**

Securing the user, the Moulded Seat Insert and the host wheelchair in a vehicle:

1. During travel the MSI must be securely fastened into its wheelchair as described earlier in this manual.
2. Posture belts and postural harnesses supplied as part of the seating system are designed to give postural support only. Where these items are fitted they should be used during travel **but they must not be used as the only safety restraints.**
3. **The wheelchair itself must be fastened down in the vehicle – this must be in accordance with the wheelchair manufacturer's instructions.** (The wheelchair manufacturer should issue these instructions separately. In case of query contact the Wheelchair Service).
4. **A suitable, separate, passenger seat belt (fastened in to the vehicle) must be used by the occupant during travel. In order to achieve occupant restraint and optimum protection in a crash situation the seatbelt should have both pelvic and upper body sections (for example a 3 point type with the upper section fastened into the vehicle at the upper level) as a minimum standard.**

Please ensure that the occupant restraint, both lap and diagonal, make good contact with the occupant. Failiure to do so may cause injury in the event of an accident.

Using MSI accessories during travel:

The following information and advice should be considered - the accessories used and the needs and circumstances of the user must be taken into account:

1. The MSI seat headrest should be used during travel.
2. **Wheelchair mounted trays should always be taken off while travelling and these should be stored securely in the vehicle.**
3. **Kneeblocks used in a vehicle could cause damage to the hips and knees in the event of an accident but, without these in place, there could be risks to other passengers. (As part of the initial assessment by the Wheelchair Service the best practice for the particular user should be determined and the outcome of this assessment passed on to the people making the transport arrangements).**
4. **Footstraps are not designed to be a part of a passenger restraint system but, where these are fitted, there may be advantages in these being in place during travel. (Again these issues should be considered as part of the initial assessment by the Wheelchair Service and recommendations made to the people making the transport arrangements).**

(Separate information sheets are issued with accessories and these should also be consulted).

Important Reminders

It is important that the carer is aware of and considers the following:

- The Moulded Seat Insert is a custom-made device to be used only by the person it was made for.
- If the user has marking on the skin or becomes uncomfortable when in the seat, contact the Wheelchair Service immediately.
- The MSI must only be used with the wheelchair it was made for. If a different wheelchair is going to be used contact the Wheelchair Service for help and advice.
- Maintenance and adjustments (other than those shown in this User Manual) should only be carried out by Blatchford Clinical Services.
- No alterations should be made to the seat nor should other company's components be fitted without the prior agreement of Blatchford Clinical Services.
- **The Moulded Seat Insert is not designed for use as a car safety seat.**

Due care and attention must be taken at all times when using the Moulded Seat

Take particular care when negotiating slopes, difficult surfaces or other obstacles.

Further Information

Information about wheelchair tie-down and occupant restraint systems can be obtained from:

C N UNWIN LTD., Unwin House, The Horseshoe, Coat Road, Martock, Somerset, TA12 6EY. Tel: 01935 827740 www.unwin-safety.com

If you have further questions about any of the following please contact the Wheelchair Service:

- availability of seating accessories.
- changing a Moulded Seat Insert to fit a different wheelchair.
- use of the seating system in a motor vehicle.
- information on the crash testing of Moulded Seats.

Notes:

Manufacturer's Label:

Please attach manufacturer's label here.

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